

CHAPTER 27. RENEW INSPECTION AUTHORIZATION

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance*: 3514

B. *Avionics*: None

2. OBJECTIVE. This chapter provides guidance for the renewal of Inspection Authorizations (IA).

3. GENERAL.

A. When the base of operation changes for an IA holder, the Flight Standards District Office (FSDO) for the area of the new base must be notified in writing before the holder can again exercise the privileges of the authorization.

B. The IA expires annually on March 31. An IA holder must continue to meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93 in order to retain the authorization.

4. RENEWAL OF INSPECTION AUTHORIZATION.

A. Application for renewal may be required to comply with following:

(1) Complete Federal Aviation Administration (FAA) Form 8610-1, Mechanic's Application for Inspection Authorization, in duplicate; and

(2) Show evidence of meeting the requirements of § 65.93(a).

B. Meeting the requirements of § 65.93(a) does not mean that the applicant has to meet all 5 of the listed requirements. To be eligible for renewal of an inspection authorization for a 1-year period, the applicant must show evidence of having performed 4 annual inspections during the 365-day period prior to renewal date to be able to qualify for renewal. The same logic applies for major repairs and alterations. However, the number of annual inspections, major repairs and alterations performed cannot be mixed simply because the 14 CFR section does not provide

for such combinations. The following chart demonstrates this system:

1st 90 days	2nd 90 days	3rd 90 days	4th 90 days
1 Ann	1 Ann	1 Ann	1 Ann or
2 MA	2 MR	2 MA	2 MR
0	4 Ann	0	0
0	0	8 MR/MA	0
Mixing annual inspections (Ann), major repairs (MR), and major alterations (MA) is not permissible.			

NOTE: An inspection program required under 14 CFR part 91, § 91.409(e) is not acceptable as IA activity. Partial inspections such as phases or events on more than one aircraft are not acceptable as activity. A progressive inspection is a complete inspection on one identified aircraft.

(1) Successful completion of an 8 hour refresher course, acceptable to the Administrator, during the 12-month period preceding the renewal application.

(a) The refresher course must contain subjects directly related to aircraft maintenance, inspection, repairs, and alterations. In addition, some non-technical subjects, such as human factors or professionalism as they relate to aviation maintenance personnel, may be acceptable. Training must not be used to promote a new or existing product.

(b) The instructional requirements of § 65.93(a)(4), may be met by accumulating at least 8 hours of maintenance training. Each course or seminar must be at least 1 hour long and completed in the 12-month period between April 1 and March 31 prior to inspection authorization renewal.

(c) In order to provide standardization and preclude IA refresher training from being evaluated each time it is given, training must be accepted through one of the Regional Safety Program Managers (RSPM) Airworthiness (A/W). The RSPM A/W will be responsible for the review and acceptance or rejection of all IA refresher training. If an RSPM A/W is not available in a particular region, the IA renewal package will be forwarded to the Airman and Avionics Branch, AFS-350, for approval. Training must be on the list of accepted training provided by the RSPM A/W. Training that appears on the list of acceptable training is good in any location and has been accepted for up to a 2-year period. Each training organization that intends to provide training must notify the local FSDO or International Field Office (IFO) in writing 30 days prior to the actual training session. Inspectors are encouraged to attend any training in their district. For surveillance purposes, the training organization will provide any A/W inspector with free access to the meeting and all student materials pertinent to the course or seminar. Should an inspector find that the course does not meet the requirements for IA renewal, they should contact the regional RSPM within 5 days. It is not the responsibility of Flight Standards Airworthiness Inspectors attending in official capacity to endorse or provide a certificate of training to the course attendees. Inspectors may/are encouraged to participate in training sessions, they may not, however, act as the primary source of training. A local or regional SPM A/W may act as the primary source of training, provided the training has been developed and approved. Technical training provided by an aircraft, engine, propeller, or component manufacturer, is considered acceptable training without further showing. If the manufacturer contracts out his training the contractor must obtain approval.

(d) Each person who intends to use 8 hours of instruction to meet 14 CFR § 65.93(a)(4) must provide proof of attendance for instruction received at the time of renewal. Acceptable proof of attendance consists of a certificate of training or similar document showing the name of the course, name of attendee, course identification number assigned by the RSPM A/W, expiration date, description of the course content, time in hours, the date, location, and course instructor's name and affiliation. The proof of attendance should be reviewed by inspectors at renewal time to ensure that both the training organization and the IA have met the appropriate requirements. The training organization must keep a list of all attendees for a period of 2 years. This list must be provided by the training organization to FSDO inspectors upon request.

(2) Passing of an oral test given by an aviation safety inspector (ASI) to ensure that the applicant's knowledge of regulations and standards is current.

NOTE: An IA issued less than 90 days before the expiration date need not comply with § 65.93(a)(1) through (5) for that quarter, but still needs to apply for renewal.

C. If the applicant applies for renewal at an office other than the jurisdictional office, the receiving office should withhold renewal until the applicant's activities can be verified.

D. When the applicant is employed by a repair station, credit for renewal activity can be claimed only for those aircraft that the authorization holder personally inspected. Evidence supporting the activity should be presented in addition to the signed application.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 39, 43, and 65

B. *Coordination.* This task may require coordination with other FSDOs.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- Order 8300.10, Volume 2, Chapter 26, Evaluate Inspection Authorization

B. Forms:

- FAA Form 8310-5, Inspection Authorization
- FAA Form 8610-1, Mechanic's Application for Inspection Authorization

C. *Jobs Aids.* None.

3. PROCEDURES.

A. *Ensure Applicant Meets Eligibility Requirements.*

B. *Renew IA.*

(1) Enter the new expiration date and sign the reverse side of FAA Form 8310-5.

(2) Complete Item 14, "record of action" portion of FAA Form 8610-1 and forward the original of the form to AFS-760 in Oklahoma City while retaining the duplicate copy.

(3) Issue a new IA, FAA Form 8310-5, if the holder's form is soiled or worn, or the reverse side is completely filled out.

C. *Process Failure to Renew IA.* Update data in the Vital Information System at the FSDO level, which will delete the IA from the data bank.

4. TASK OUTCOMES.

A. *Complete PTRS.*

B. *Process Change of Location.* Upon receipt of written notification, contact the previous supervising office and request the appropriate IA file. Visit the IA holder at the new base as soon as possible.

C. *Process Surrendered Authorization.* When the holder of an IA voluntarily surrenders it, accomplish the following:

- Destroy the IA, FAA Form 8310-5
- Attempt to obtain a statement in writing indicating that the surrender is voluntary
- Submit mailing list information as required

5. FUTURE ACTIVITIES. Routine surveillance.

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